

Refresh Premier Attendance Views Data

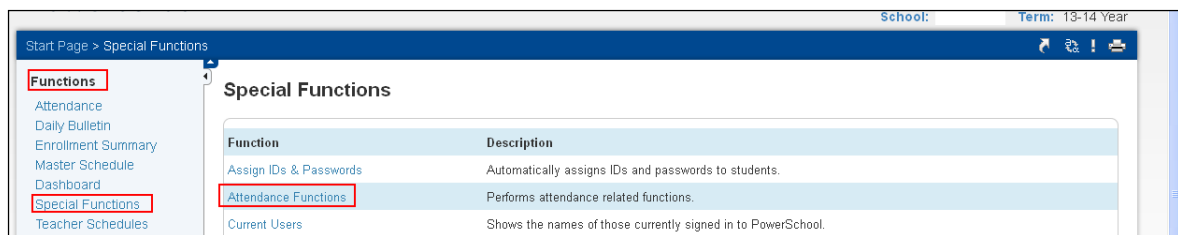
This process allows the user to manually update **Enrollment Summary** data when it is not possible to wait for the overnight refresh of data.

Important: It is important to note that you will use this function if you have updated any attendance data and cannot wait until the nightly process to run for your data to be refreshed. It is not necessary to run this process daily if you wish to wait for the automatic nightly refresh.

This process may take several minutes to run. Do not log out during the time the process is running.

Navigation: Start Page > Functions > Special Functions > Attendance Functions > Refresh Premier Attendance Views Data

1. Click on **Special Functions**.
2. Click on **Attendance Functions**.



3. Click on **Refresh Premier Attendance Views Data**.

Attendance Functions	
Function	Description
Daily Headcount Adjustment	Change enrollments for students absent on their first day of enrollment
Recalculate Daily Attendance Minutes	Recalculate the daily attendance minutes for schools that take daily attendance
Refresh Premier Attendance Views Data	Refresh the premier attendance views if the data has changed

4. Enter criteria:
 - a. **Students to Include** = selected students or all students
 - b. **Begin Date and Ending Date** = User choice (can be one day or any date range)
 - c. **Processing Options** = User choice but recommended ASAP
 - d. **Specific Date/Time** = used when **On Specific Time** is chosen as **Processing Options**

Refresh Premier Attendance Views Data

Refresh Attendance Views Data Report

Report Name	Refresh Attendance Views Data	
Version	1.0	
Description		
Comments		
Students to Include	<input type="radio"/> The selected 0 students only <input checked="" type="radio"/> All students	
Begin Date and Ending Date	08/19/2015	06/07/2016
Processing Options	ASAP	
Specific Date/Time	MM/DD/YYYY	
Data to be filled	(Check checkbox on the right to save as default value) Reset All	
Report Output Locale	English	

Submit

5. Click **Submit**.

CAUTION: This process may take several minutes to run. Do not log out during the time the process is running.

6. **Report Queue** will open while report is running. **Status** will change to **View** when information is ready to view.

Report Queue (System) - My Jobs

System **ReportWorks** Refresh

Created	Job Name	Started	Ended	Status	
07/22/2013	Refresh Attendance Views Data	07/22/2013 08:25 AM	07/22/2013 08:26 AM	Completed View	

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after days. Click on the trash icon to immediately delete an individual job, or you can [delete all](#) completed or canceled jobs.

7. Click **view** when status changes from **Running** to **View**.
8. The following message should appear when running is complete.

Attendance views refresh complete for school 123456 for date range 07/08/2013 to 06/27/2014

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